



**ASSISTANT NURSING DIRECTOR, ADMINISTRATION
NURSING ADMINISTRATION**

Vacancy Announcement

This position is seeking a highly motivated candidate for an Assistant Nursing Director, Administration who has experience in the administration of several organizational areas, which include but not limited to Diagnostic and Treatment Nursing Services, comprising of GI/GU/Bronch/Recovery/HD. This position is responsible for providing leadership, management, and clinical and administrative oversight to the nursing and health care operations, such as the development of policy, application of procedures and provision of services, which broadly affect or control the management and operations of all departments and divisions within the nursing or health care operation.

Responsibilities include but not limited to:

- Plan, selects and devises nursing administrative and/or clinical methods, procedures, workflow and standards which support the provision of care needed by the patient, family and community
- Monitors and evaluates aspects of care as they relate to the departmental plan for provision of care and improving organizational performance.
- Selects, assigns and directs the work of subordinates' performance managers and/or other employees.
- Provides ongoing appraisal of subordinate's performance
- Facilitates professional development of subordinates
- Interprets and directs the implementation of Nursing Department philosophy and objectives, Department policies and procedures and applies recognized standards of care.
- Collaborates with and advises other managers/administrators/executives on management, administrative or technical procedures and techniques to assure that facility's goals and objectives are achieved.
- Develops budget for personnel, material, equipment and facilities needed to accomplish program goals and is responsible for adherence to approved budget in concert with appropriate medical and/or administrative staff.
- Monitors operational compliance with California Nurse Practice Act, Title XXII, JCAHO and other regulatory agencies, and recommends changes as needed.
- Supports research and educational objectives of the Medical Center.
- Accomplishes all responsibilities while demonstrating management behaviors determined by the Department of Health Services.
- Determines personnel, material, equipment and facilities needed to accomplish program goals

Qualifications:

- Communication and presentation skills (verbal and written) with proven ability to provide reports, analysis, correspondence, proposals, action and oversight plans
- Excellent computer skills and ability to multi-task
- Must be self-directed and able to meet established deadlines on assignments and projects
- Excellent leadership skills and organizational skills
- Recent two years of Administrative experience and Clinical experience in Procedural Areas, required

Minimum Requirements:

Must be on an Assistant Nursing Director, Administration item or be reachable on the DHS Assistant Nursing Director, Administration Certification List.

Please submit a current resume or CV, along with last two performance evaluations and last 24 months attendance records to:

Nurse Recruitment and Retention Center
LAC+USC Medical Center, Inpatient Tower – Room C2C112
2051 Marengo Street, Los Angeles, CA 90033
(323) 409-4664

Application deadline: September 26, 2014

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